



BOARD OF DIRECTORS MEETING

Thursday, December 8, 2022
3:30 pm



Thank you to our outgoing members, Mike Kuhle, Carol Wagner, and Myron Koets

Center for Regional Development
2401 Broadway Ave, Slayton, MN



Southwest Regional Development Commission

Commissioner

Rick Anderson
Bob Byrnes
Miron Carney
Keith Elbers
Donna Gravley
Eric Hartman
Dennis Klingbile
Myron Koets
Mike Kuhle
Paul Langseth
Richard Peterson
Bob Van Hee
Dennis Welgraven

Representing

Lyon County
City of Marshall
Murray County
Rock County
Cottonwood County
Region 8 School Boards
Lincoln County
Pipestone County, SRDC Chairman
City of Worthington, Immediate Past Chair
Nobles County, SRDC Vice Chair
Jackson County, SRDC Secretary
Redwood County
Murray County, SRDC Treasurer

SRDC Full Commission Membership

- One (1) County member from each of the nine counties.
- One (1) Township member from each of the nine counties.
- One (1) Mayor/Council member from each municipality over 10,000 in population.
- One (1) Mayor/council member for each of the nine counties representing cities under 10,000.
- Two (2) School Board members.
- One (1) Lower Sioux Indian Community member.
- Five (5) Public Interest Groups

SRDC Board of Director Membership

- SRDC Chairman & a regional commissioner from each county elected by the regional commissioners from each county and:
- One (1) Elected commissioner from each city over 10,000 in population.
 - One (1) Elected commissioner from any county with a population of more than 20,000 but without a city over 10,000 in population nominated by the regional commissioners of that county.
 - One (1) School board member selected by the Commission as a whole.



SRDC

BOARD OF DIRECTORS MEETING

Thursday, December 8, 2022
3:30pm

Center for Regional Development
2401 Broadway Ave, Slayton, MN

AGENDA

#	Time		Page
1	3:30pm	Call to Order & Pledge of Allegiance	
2	3:32pm	Introductions	
3	3:34pm	Additions to and Approval of Agenda Action Needed: Approve Agenda	
4	3:35pm	Future Deep Dive Topic Ideas <ul style="list-style-type: none"> Request for future topics for Board & Full Commission Meetings 	
5	3:38pm	Consent Agenda Items <ul style="list-style-type: none"> October Receipts & Expenditures Report Minnesota Rural Broadband Coalition 2023 Contract RMEB 2023 Contract Solid Waste Commission 2023 Contract Action Needed: Approve Consent Agenda Items	5-8 9-10 11-12 13-15
6	3:40pm	Finance Reports — <i>Treasurer Welgraven & Finance Director Swart</i> <ul style="list-style-type: none"> Treasurer's Report, including bank accounts & investments Administrative Report through November 2022 Action Needed: Approval of Treasurer's Report Action Needed: Approval of Administrative Report	Handout Handout
7	3:45pm	Project Reviews — <i>Development Planner Walker</i> As of the mailing there is one Project Review for consideration Action Needed: Accept Project Review	Handout
8	3:50pm	Budget & Personnel Committee Report — <i>Committee Chair Welgraven</i> <ul style="list-style-type: none"> Review topics discussed by Committee Action Needed: Approve Committee Recommendations	
9	4:05pm	Deep Dive: Explore SW MN — <i>Explore SW MN Chairperson Jane Lanphere & Communications Specialist Welu</i> <ul style="list-style-type: none"> History & Current Efforts Website Development Q&A 	
10	4:50pm	Executive Director's Report — <i>Executive Director Trusty</i>	
11	5:05pm	Chairman's Report — <i>Chairman Koets</i>	
12	5:15pm	Recognition of Outgoing Chairman and Outgoing Board Members — <i>Vice Chairman Langseth</i>	

13 5:20pm **Unfinished Business**

14 **New Business**

15 **Other Issues**

16 **Announcements**

SRDC Commissioner vacancies exist from the following representation:
City of Worthington, Jackson County Municipalities, Nobles County
Municipalities, Pipestone County Townships, Pipestone County
Municipalities, and Redwood County Municipalities.

- SRDC Office closed December 26 in observation of the Christmas Day holiday
- SRDC Office closed January 2 in observation of the New Years holiday
- SRDC Full Commission Meeting: Thursday, January 12 at 3:30pm at Pizza Ranch, Slayton
- SRDC Office closed January 16 in observation of Martin Luther King Day
- SRDC Board of Directors Meeting: Thursday, February 9 at 3:30pm at the SRDC Office

17 5:30pm **Adjourn**

****Written Planner Reports are located on pages 16 through 23 of the meeting packet. For questions or additional information regarding report information, please contact staff.****

Southwest Regional Development Commission

Check/Voucher Register - Board Check Register

From 10/1/2022 Through 10/31/2022

Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
PRS100622 ...	10062...	10/6/2022	Rosemary J. Bruce-White	Employee: Bruce-WhiteR; Pay Date: 10/6/2022	1,704.61	10/6/2022
PRS100622 ...	10062...	10/6/2022	Melissa Nelson	Employee: MansonM; Pay Date: 10/6/2022	1,318.03	10/6/2022
PRS100622 ...	10062...	10/6/2022	Melissa Nelson	Employee: MansonM; Pay Date: 10/6/2022	25.50	10/6/2022
PRS100622 ...	10062...	10/6/2022	Melissa Nelson	Employee: MansonM; Pay Date: 10/6/2022	17.01	10/6/2022
PRS100622 ...	10062...	10/6/2022	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/6/2022	1,189.45	10/6/2022
PRS100622 ...	10062...	10/6/2022	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/6/2022	203.52	10/6/2022
PRS100622 ...	10062...	10/6/2022	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/6/2022	54.26	10/6/2022
PRS100622 ...	10062...	10/6/2022	Justin Schroyer	Employee: SchroyerJ; Pay Date: 10/6/2022	1,218.69	10/6/2022
PRS100622 ...	10062...	10/6/2022	Brooke J. Swart	Employee: SwartB; Pay Date: 10/6/2022	1,726.63	10/6/2022
PRS100622 ...	10062...	10/6/2022	Jayne I. Trusty	Employee: TrustyJ; Pay Date: 10/6/2022	3,131.22	10/6/2022
PRS100622 ...	10062...	10/6/2022	Jason L. Walker	Employee: WalkerJ; Pay Date: 10/6/2022	1,823.20	10/6/2022
PRS100622 ...	10062...	10/6/2022	Robin R. Weis	Employee: WeisR; Pay Date: 10/6/2022	770.23	10/6/2022
PRS100622 ...	10062...	10/6/2022	Robin R. Weis	Employee: WeisR; Pay Date: 10/6/2022	1,381.45	10/6/2022
PRS100622 ...	10062...	10/6/2022	Robin R. Weis	Employee: WeisR; Pay Date: 10/6/2022	62.81	10/6/2022
PRS100622 ...	10062...	10/6/2022	Jessica L. Welu	Employee: WeluJ; Pay Date: 10/6/2022	1,737.26	10/6/2022
PRS102022	10202...	10/20/2022	Rosemary J. Bruce-White	Employee: Bruce-WhiteR; Pay Date: 10/20/2022	1,704.61	10/20/2022
PRS102022	10202...	10/20/2022	Melissa Nelson	Employee: MansonM; Pay Date: 10/20/2022	1,326.52	10/20/2022
PRS102022	10202...	10/20/2022	Melissa Nelson	Employee: MansonM; Pay Date: 10/20/2022	29.76	10/20/2022
PRS102022	10202...	10/20/2022	Melissa Nelson	Employee: MansonM; Pay Date: 10/20/2022	4.26	10/20/2022
PRS102022	10202...	10/20/2022	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/20/2022	1,288.95	10/20/2022
PRS102022	10202...	10/20/2022	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/20/2022	99.49	10/20/2022
PRS102022	10202...	10/20/2022	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/20/2022	54.27	10/20/2022
PRS102022	10202...	10/20/2022	Kathleen M. Schreiber	Employee: SchreiberK; Pay Date: 10/20/2022	4.52	10/20/2022
PRS102022	10202...	10/20/2022	Justin Schroyer	Employee: SchroyerJ; Pay Date: 10/20/2022	1,208.70	10/20/2022
PRS102022	10202...	10/20/2022	Justin Schroyer	Employee: SchroyerJ; Pay Date: 10/20/2022	12.50	10/20/2022
PRS102022	10202...	10/20/2022	Brooke J. Swart	Employee: SwartB; Pay Date: 10/20/2022	1,726.63	10/20/2022
PRS102022	10202...	10/20/2022	Jayne I. Trusty	Employee: TrustyJ; Pay Date: 10/20/2022	3,017.29	10/20/2022
PRS102022	10202...	10/20/2022	Jason L. Walker	Employee: WalkerJ; Pay Date: 10/20/2022	1,893.69	10/20/2022
PRS102022	10202...	10/20/2022	Robin R. Weis	Employee: WeisR; Pay Date: 10/20/2022	1,788.95	10/20/2022
PRS102022	10202...	10/20/2022	Robin R. Weis	Employee: WeisR; Pay Date: 10/20/2022	421.31	10/20/2022
PRS102022	10202...	10/20/2022	Jessica L. Welu	Employee: WeluJ; Pay Date: 10/20/2022	1,550.97	10/20/2022
APS102022 ...	10242...	10/24/2022	Eric A. Hartman	Comm Exp - Oct 2022 - Eric Hartman	50.00	10/24/2022
APS102022 ...	10242...	10/24/2022	Eric A. Hartman	Comm Exp - Oct 2022 - Eric Hartman	72.50	10/24/2022
APS102022 ...	10242...	10/24/2022	Jenny L. Quade	Comm Exp - Oct 2022 - Jenny Quade	50.00	10/24/2022
APS102022 ...	10242...	10/24/2022	Paul Langseth	Comm Exp - Oct 2022 - Paul Langseth	50.00	10/24/2022
APS102022 ...	10242...	10/24/2022	Paul Langseth	Comm Exp - Oct 2022 - Paul Langseth	45.00	10/24/2022
APS102022 ...	10242...	10/24/2022	Richard Anderson	Comm Exp - Oct 2022 - Rick Anderson	50.00	10/24/2022
APS102022 ...	10242...	10/24/2022	Richard Anderson	Comm Exp - Oct 2022 - Rick Anderson	28.75	10/24/2022

Southwest Regional Development Commission

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From 10/1/2022 Through 10/31/2022

Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
APS102022 ...	10242...	10/24/2022	Richard D. Peterson	Comm Exp - Oct 2022 - Richard Peterson	150.00	10/24/2022
APS102022 ...	10242...	10/24/2022	Richard D. Peterson	Comm Exp - Oct 2022 - Richard Peterson	148.75	10/24/2022
APS102022 ...	10242...	10/24/2022	Robert J. Byrnes	Comm Exp - Oct 2022 - Robert Byrnes	50.00	10/24/2022
APS102022 ...	10242...	10/24/2022	Robert J. Byrnes	Comm Exp - Oct 2022 - Robert Byrnes	40.00	10/24/2022
APS102022 ...	10242...	10/24/2022	Robert H. Van Hee	Comm Exp - Oct 2022 - Bob Van Hee	50.00	10/24/2022
APS102022 ...	10242...	10/24/2022	Robert H. Van Hee	Comm Exp - Oct 2022 - Bob Van Hee	62.50	10/24/2022
APS100622 ...	59792	10/6/2022	Abila	Abila - AR Cloud 12-26-22 to 1-25-23	95.14	10/6/2022
APS100622 ...	59793	10/6/2022	AFLAC	Aflac - inv#188495 - dated 10-4-22	244.68	10/6/2022
APS100622 ...	59794	10/6/2022	City of Slayton	City of Slayton 8-22-22 to 9-21-22	24.41	10/6/2022
APS100622 ...	59794	10/6/2022	City of Slayton	City of Slayton 8-22-22 to 9-21-22	26.45	10/6/2022
APS100622 ...	59795	10/6/2022	David R. Samuelson	Dave Samuelson - Sept 2022	24.00	10/6/2022
APS100622 ...	59795	10/6/2022	David R. Samuelson	Dave Samuelson - Sept 2022	16.00	10/6/2022
APS100622 ...	59796	10/6/2022	Frontier Communications	Frontier Monthly Maintenance 9-25-22 to 10-24-22	36.39	10/6/2022
APS100622 ...	59796	10/6/2022	Frontier Communications	Frontier Monthly Maintenance 9-25-22 to 10-24-22	67.59	10/6/2022
APS100622 ...	59797	10/6/2022	Hewlett-Packard Company (H...	HP Inv# 9016702700 Robin's monitor	173.00	10/6/2022
APS100622 ...	59798	10/6/2022	Murray County Medical Center...	CPR/AED Classes done in July	165.00	10/6/2022
APS100622 ...	59798	10/6/2022	Murray County Medical Center...	CPR/AED Classes done in July	495.00	10/6/2022
APS100622 ...	59799	10/6/2022	One Office Solution	One Office - Meter Reading 8-25-22 to 9-28-22	271.35	10/6/2022
APS100622 ...	59800	10/6/2022	Slayton Building Materials Inc	Slayton Building Materials - Shingles	49.30	10/6/2022
APS100622 ...	59800	10/6/2022	Slayton Building Materials Inc	Slayton Building Materials - Shingles	49.30	10/6/2022
APS100622 ...	59801	10/6/2022	Schaap Sanitation	Schaap 10-1-22 to 10-31-22	35.35	10/6/2022
APS100622 ...	59801	10/6/2022	Schaap Sanitation	Schaap 10-1-22 to 10-31-22	53.02	10/6/2022
APS100622 ...	59802	10/6/2022	Star Tribune	Star Tribune 8-10-22 to 11-9-22	172.67	10/6/2022
APS100622 ...	59803	10/6/2022	Stoneberg, Giles & Stroup, PA	Stoneberg, Giles & Stroup P.A. 9-29-22 Nena's ...	79.50	10/6/2022
APS100622 ...	59804	10/6/2022	The Computer Man, Inc.	The Computer Man - In House Technical Labor -...	165.00	10/6/2022
APS101122 ...	59805	10/11/2022	Bethany Lutheran Church	Donation in Memory of Kathy Peterson	50.00	10/11/2022
APS101122 ...	59806	10/11/2022	Chandler Co-Op	Chandler Coop - Sept 2022 Fuel	50.79	10/11/2022
APS101122 ...	59807	10/11/2022	Culligan Water Conditioning	Culligan - Sept Chgs & Oct Cooler Rental	48.65	10/11/2022
APS101122 ...	59807	10/11/2022	Culligan Water Conditioning	Culligan - Sept Chgs & Oct Cooler Rental	11.40	10/11/2022
APS101122 ...	59808	10/11/2022	Frontier Communications	Frontier - 9-3-22 to 10-3-22	284.98	10/11/2022
APS101122 ...	59808	10/11/2022	Frontier Communications	Frontier - 9-3-22 to 10-3-22	529.24	10/11/2022
APS101122 ...	59809	10/11/2022	Northwest Gas	NW Gas 8-20-22 to 9-24-22	9.63	10/11/2022
APS101122 ...	59809	10/11/2022	Northwest Gas	NW Gas 8-20-22 to 9-24-22	13.86	10/11/2022
APS101122 ...	59810	10/11/2022	The Computer Man, Inc.	Server In-house Technical Labor	41.25	10/11/2022
APS101122 ...	59810	10/11/2022	The Computer Man, Inc.	Server In-house Technical Labor	41.25	10/11/2022
APS101122 ...	59811	10/11/2022	Western Print Group	SRDC Envelopes	447.90	10/11/2022
APS101922 ...	59812	10/19/2022	AFLAC	Aflac 10-19-22 invoice	244.68	10/19/2022
APS101922 ...	59813	10/19/2022	Association of Minnesota Coun...	Association of MN Counties - Q3 2022 MRBC Fee	3,750.00	10/19/2022

Southwest Regional Development Commission

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From 10/1/2022 Through 10/31/2022

Session ID	Check ...	Document...	Vendor Name	Transaction Description	Check Amount	Effective Date
APS101922 ...	59814	10/19/2022	Fleet Services Division	Fleet - September 2022	555.22	10/19/2022
APS101922 ...	59815	10/19/2022	NCPERS Group Life Ins.	NCPERS - 11-1-22 to 11-30-22	48.00	10/19/2022
APS101922 ...	59816	10/19/2022	Verizon Wireless	Verizon 10-2-22 to 11-1-22	52.12	10/19/2022
APS101922 ...	59817	10/19/2022	XCEL Energy	Xcel Energy 8-31-22 to 10-2-22	347.52	10/19/2022
APS101922 ...	59817	10/19/2022	XCEL Energy	Xcel Energy 8-31-22 to 10-2-22	500.10	10/19/2022
APS102722	59818	10/27/2022	Abila	Abila - MIP Cloud Services	615.19	10/27/2022
APS102722	59819	10/27/2022	Bluepeak	Bluepeak 10-24-22 to 11-23-22	60.02	10/27/2022
APS102722	59819	10/27/2022	Bluepeak	Bluepeak 10-24-22 to 11-23-22	60.03	10/27/2022
APS102722	59820	10/27/2022	Cardmember Services	Cardmember Services - 9-16-22 to 10-17-22	3,769.14	10/27/2022
APS102722	59820	10/27/2022	Cardmember Services	Cardmember Services - 9-16-22 to 10-17-22	56.99	10/27/2022
APS102722	59820	10/27/2022	Cardmember Services	Cardmember Services - 9-16-22 to 10-17-22	40.00	10/27/2022
APS102722	59820	10/27/2022	Cardmember Services	Cardmember Services - 9-16-22 to 10-17-22	20.00	10/27/2022
APS102722	59820	10/27/2022	Cardmember Services	Cardmember Services - 9-16-22 to 10-17-22	20.00	10/27/2022
APS102722	59821	10/27/2022	Jason Nielsen	Jason Nielsen - October 2022	50.00	10/27/2022
APS102722	59822	10/27/2022	Lyon County Auditor/Treasurer	Thee Old Bank Restaurant - CRLF - Mortgage Re...	101.20	10/27/2022
APS102722	59823	10/27/2022	Lyon County Recorder	Thee Old Bank Restaurant - CRLF - Mtge Recordi...	46.00	10/27/2022
APS102722	59823	10/27/2022	Lyon County Recorder	Thee Old Bank Restaurant - CRLF - Notice Recor...	46.00	10/27/2022
APS102722	59824	10/27/2022	Marilyn Samuelson	Marilyn Samuelson - Janitorial Oct 2022	328.00	10/27/2022
APS102722	59824	10/27/2022	Marilyn Samuelson	Marilyn Samuelson - Janitorial Oct 2022	472.00	10/27/2022
APS102722	59825	10/27/2022	Murray County Christmas Fund	Murray County Christmas Fund	1,095.00	10/27/2022
APS102722	59826	10/27/2022	One Office Solution	One Office - Paper	275.00	10/27/2022
APS102722	59827	10/27/2022	Quill Corporation	Quill - 28530784	31.68	10/27/2022
APS102722	59827	10/27/2022	Quill Corporation	Quill - 28530784	31.68	10/27/2022
APS102722	59827	10/27/2022	Quill Corporation	Quill - 28491634	117.67	10/27/2022
APS102722	59827	10/27/2022	Quill Corporation	Quill - 28547483	49.11	10/27/2022
APS102722	59828	10/27/2022	The Computer Man, Inc.	The Computer Man - Office 365 for 6 people less...	36.00	10/27/2022
APS102722	59829	10/27/2022	Thee Old Bank Restaurant an...	Thee Old Bank Restaurant C-RLF Loan Disburse...	44,000.00	10/27/2022
Report Total					93,934.24	

SRDC FINANCIAL SERVICES AGREEMENT

This agreement made and entered into this 1st day of January, 2023 between the Southwest Regional Development Commission (SRDC) and the Minnesota Rural Broadband Coalition (MRBC).

In consideration of the mutual promises and covenants herein contained, the parties agree as follows:

A. SRDC Responsibilities:

1. An accounting system shall be maintained with separate project codes for MRBC and shall contain all revenues and expenses for the appropriate calendar years with a separate accounting of receipts and expenditures for non-operating activities. No payroll activities will be included.

2. Reports will be sent to update the MRBC committee on the financial status of the projects as requested.

3. Financial sections of grant/contract reports and updates on fund usage will be prepared as needed.

4. The SRDC will be the Fiscal Host for MRBC and MRBC will be considered a Fiduciary-Agency Fund of the SRDC. The SRDC is not a Fiscal Agent and has no approval authority for the MRBC.

B. MRBC Responsibilities:

1. The SRDC will continue to be a voting member of MRBC and will be the Fiscal Host for MRBC in lieu of the \$1,000 contribution.

2. Pay to the SRDC \$2,000 for the fiscal host activity of funds in project.

3. Provide the SRDC with all approved expenditures and financial information necessary to properly account for the MRBC project funds in a timely manner.

3. Keep all contract/grant information current and complete all required progress reports.

4. Request contributions/grants for all projects and activities.

C. Term of Contract

This contract shall be effective on January 1, 2023 and continue through December 31, 2023.

D. Cancellation

This contract may be canceled by the MRBC or SRDC at any time, upon thirty (30) days written notice to the other party. In the event of such a cancellation, SRDC shall be entitled to payment, determined on a pro-rata basis, for work or services satisfactorily performed.

E. Hold Harmless

MRBC agrees to indemnify and hold harmless the SRDC against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of the performance of either party under this agreement for services.

F. Assignment

SRDC shall neither assign nor transfer any rights or obligations under this contract without prior written consent of the MRBC.

G. Amendments

Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract or their successors in office.

H. Contract Extension

This contract may be extended on an annual basis by mutual agreement of the Chairs of the Minnesota Rural Broadband Coalition and the Executive Director of the Southwest Regional Development Commission.

SOUTHWEST REGIONAL
DEVELOPMENT COMMISSION

MINNESOTA RURAL BROADBAND
COALITION

Executive Director

Executive Committee Representative

Date _____

Date _____

**SOUTHWEST REGIONAL DEVELOPMENT COMMISSION
CONTRACT WITH
RURAL MINNESOTA ENERGY BOARD
FOR
TECHNICAL SERVICES**

THIS CONTRACT, for technical services is entered into this 1ST day of January, 2023, by and between the Southwest Regional Development Commission (SRDC), and the Rural Minnesota Energy Board (RMEB).

WITNESSED; In consideration of the mutual promises and covenants herein contained, the SRDC and the RMEB agree to the following terms and conditions:

The Term of this contract commences January 1, 2023 and shall continue through December 31, 2023. The following work activities will be provided:

- I. **Professional Services will be provided to the Rural Minnesota Energy Board as per the attached work activity list. (Exhibit A)**
- II. **Financial Services will be provided to the Rural Minnesota Energy Board as per the attached work activity list-including RMEB responsibilities. (Exhibit B)**
- III. **Support Services will be provided to the Rural Minnesota Energy Board as per the attached work activity list. (Exhibit C)**
- IV. **Payment for Services**
 - A. The RMEB will make payment to the SRDC. Statements will be billed in conjunction with regular meetings of the RMEB.
 - B. The following rates apply for Calendar Year 2023 and are based on the activity to be performed as per Exhibits A-C.
 - o Exhibit A - \$90.00 Planner - \$150.00 Director
 - o Exhibit B - \$80.00
 - o Exhibit C - \$45.00

V. Hold Harmless

RMEB agrees to indemnify and hold harmless the SRDC against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of the performance of either party under this agreement for services.

VI. Cancellation

This contract may be cancelled by the RMEB or SRDC at any time, with cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, SRDC shall be entitled to payment, determined on a pro-rata basis, for work or services satisfactorily performed.

VII. Assignment

SRDC shall neither assign nor transfer any rights or obligations under this contract without prior written consent of the RMEB. The SRDC reserves the right to utilize the most appropriate personnel and/or time availability of staff members to perform the stated activities.

VIII. Amendments

Any amendments to this contract shall be in writing, and shall be executed by the same parties who executed the original contract or their successors in office.

**SOUTHWEST REGIONAL
DEVELOPMENT COMMISSION**

Chairperson

Executive Director

Date: _____

**RURAL MINNESOTA
ENERGY BOARD**



Chairperson

Board Member

Date: 11-25-22

It should be noted that billable expense will be limited to tasks not normal to the Overall Work Program of the SRDC.

SOUTHWEST REGIONAL DEVELOPMENT COMMISSION (SRDC)
Contract With The
SOUTHWEST REGIONAL SOLID WASTE COMMISSION (SRSWC)

General. This Agreement is entered into by and between the Southwest Regional Development Commission, hereinafter referred to as the "SRDC", and the Southwest Regional Solid Waste Commission, hereinafter referred to as the "SRSWC".

I. Contract Agreement:

- A. The work program attached to this contract is acceptable to the SRSWC and is hereby made a part of this contract.
- B. The work elements specified in this contract shall be completed during the period of January 1, 2023 through December 31, 2023 unless the contract period is extended by mutual agreement between the parties of this contract.

II. Financial Participation: The SRDC shall make available personnel with the necessary training and experience to accomplish the assigned tasks. Professional staff services provided by the SRDC shall be:

Planning assistant staff at a rate of \$60 per hour. Responsibilities shall include sending out meeting invites, taking meeting minutes and preparing meeting materials as requested.

Planning staff at a rate of \$90 per hour. Responsibilities will include arranging and providing technical assistance that is not cover by regional planning efforts.

Other charges directly reimbursable to the SRDC by the SRSWC are: Mileage, at the SRDC's established rate of reimbursement; Meals; Meeting Expenses; and other expenses as authorized by the SRSWC.

III. Payment for Services Performed: The SRSWC will make payment to the SRDC. Statements will be billed in conjunction with regular meetings of the SRSWC.

IV. Independent Contractor Status: The SRDC is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting SRDC as the agent, representative or employee of the SRSWC or any purpose or in any manner whatsoever. SRDC acknowledges and agrees that SRDC is not entitled to receive any of the benefits received by SRSWC employees and is not eligible for worker' or unemployment compensation benefits under the SRSWC. SRDC also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payment due SRDC and that it is SRDC's sole obligation to comply with the applicable provisions of all federal and state tax laws.

V. Audit and Inspection: Accounts and records related to the funds provided under this contract shall be accessible to authorized representatives of the SRSWC for the purposes of examination and audit.


- VI. Hold Harmless: SRSWC agrees to indemnify and hold harmless the SRDC against any legal actions brought by any personal entity whatsoever arising out of or claimed to be arising out of the performance of either party under this agreement for services.
- VII. Miscellaneous:
- A. The contract shall be subject to all pertinent state statutes and regulations.
 - B. The contract shall be subject to modification at any time provided there is mutual agreement between the SRDC and SRSWC on the nature of the modification.
 - C. Any portion of this contract deemed invalid by a court of competent jurisdiction shall be held severable and shall not affect the remaining portions.

IN WITNESS, WHEREOF, THE SRDC has caused this contract to be duly executed in its behalf and the SRSWC has caused the same to be duly executed on its behalf.

**SOUTHWEST REGIONAL
SOLID WASTE COMMISSION**



Authorized Official



Attested By

Date: 11-28-22

**SOUTHWEST REGIONAL
DEVELOPMENT COMMISSION**

Authorized Official

Attested By

Date: _____

WORK PROGRAM

The following Work Program guidelines will be used to administer this project.

Objective: To staff the Southwest Regional Solid Waste Commission. Staffing of the Southwest Regional Solid Waste Commission shall include the following types of work elements:

SRDC Planning Assistant Staff:

- Provide staff assistance to the Southwest Regional Solid Waste Commission.
 - Type, copy, mail or distribute, and file all written material prepared for the SRSWC including meeting notices, agenda, minutes, correspondence, reports, studies, surveys, etc.
- Update all the SRSWC mailing lists and committee rosters.
- Set up meeting facilities as designated by the SRSWC.
- Prepare and mail the Meeting Agenda and associated materials as instructed by the SRSWC Chairperson.
- Drafting correspondence of the Southwest Regional Solid Waste Commission.

SRDC Planning Staff

- Compilation of information as requested by the Southwest Regional Solid Waste Commission.
- Assist in disseminating pertinent SRSWC information.
- Complete staff analysis of Solid Waste proposals affecting the Southwest Regional Solid Waste Commission.
- Promote cooperative solutions to various solid waste situations.
- Assist in solid waste grant writing and planning.
- Coordination of tasks the Southwest Regional Solid Waste Commission requests of the Solid Waste Administrators.

General:

- The SRDC Staff shall be supervised by the Southwest Regional Solid Waste Commission in cooperation with the SRDC Director.
- The SRDC Director will provide other staff as deemed necessary to assist in completion of the work elements.

ECONOMIC DEVELOPMENT REPORT

December 2022

CEDS | EDA PLANNING | CARES ACT EDA (C-EDA)

COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

Our current CEDS can be found at <http://www.swrdc.org/wp-content/uploads/2022/01/CEDS-2022-2027.pdf>. CEDS in MN across the EDA (Economic Development Administration) Economic Development Districts (EDDs) generally follow the format of the Minnesota Association of Development Organizations (MADO) DevelopMN. The latest DevelopMN can be found at <http://www.mnado.org/wp-content/uploads/2019/11/DevelopMN-1.pdf>. MADO planners are currently in the process of compiling statewide accomplishments as they relate to DevelopMN. The progress report will then be used with potential funders for an update. DevelopMN was last updated in 2019.

EDA investment priorities can be found at <https://eda.gov/about/investment-priorities/>. Priorities include Equity, Recovery & Resilience, Workforce Development, Manufacturing, Technology-Based Economic Development, Environmentally Sustainable Development, and Exports & Foreign Direct Investment.

EDA PLANNING

Childcare Technical Assistance: Staff has played an integral role in the submission of the DEED Childcare Economic Development grant proposal, due August 30, for a 3-pod family childcare building in Hills. Staff arranged for an engineer report on the facility based on a walk-through conducted August 17. A follow-up walk-through was made available to Representative Schomacker and Senator Weber. Recently comments have been obtained by county licensing staff. Staff are still awaiting results.

Friends in the Field: Quarterly, economic and community development professionals in Minnesota get together to learn and collaborate. This group focused on Women in the Economy on October 12 and will focus on homelessness in January 2023. Justin Vorbach from the Southwest Minnesota Continuum of Care (Homelessness Response), and soon to be Program Director with HousingLink is on the January homelessness panel.

Southwest Minnesota Community and Economic Developers: Monthly, the Minnesota Department of Employment and Economic Development (DEED) facilitates an online networking opportunity to connect staff and expand knowledge of available resources. The October meeting focused on entrepreneurs, including entrepreneurial ecosystems, and growing small business in rural Minnesota.

Southwest Minnesota Youth Committee: The committee meets in February, May, August, and November. This group gathers members that support career and technical education programs and educate students and parents about local career and training opportunities. There are several student career fairs planned for Spring 2023, including Worthington and Marshall on February 17 and Windom on March 10.

Cultural Diversity Event Sponsorship: There continues to be a limited amount of funds left to sponsor an event. Contact staff with project ideas.

National Development Finance Summit: Staff attended the CDFA Summit in Denver in November. Topics included unlocking capital, underwriting clean energy projects, catalyzing redevelopment projects, structuring challenging deals, and minority lending. Staff also enjoyed brainstorming with staff from the MN Department of Commerce.

SaveYour.Town: Staff attended a session with Deb Brown from SaveYour.Town. She shared practical steps to shape the future of rural communities. There are three parts to making your rural community more Idea Friendly. This method includes 1) Gather your Crowd, 2) Build Connections, and 3) Take Small Steps. This website includes previous success stories under Results.

EDA Webinar: In an effort to better serve indigenous communities, EDA is conducting an online seminar on December 2 to discuss EDA's American Rescue Plan investments in Tribal communities made through the Build Back Better Regional Challenge and the Good Jobs Challenge. Staff will share lessons learned at the meeting.

SW MN CEO Program: Staff has been asked to speak to the Slayton/Marshall group about how SRDC can assist small businesses. They will be using our boardroom twice in December.

RTCC: The next meeting of the Regional Transportation Coordinating Council is scheduled for December 21 at 9:30 a.m.

CARES ACT EDA (C-EDA)

SRDC requested a 6-month no cost extension through December 31, 2022. The last phase includes final completion of the resiliency plan.

SRDC remains available to provide support and technical assistance to businesses and local units of government. Contact staff if you need research completed, maps developed, surveys compiled, grant reviewed, etc.

EDA Funding Opportunities: There are several grant opportunities available through the federal EDA. More information can be found at <https://eda.gov/arpa/>.

REVOLVING LOAN FUND REPORT

December 2022

COVID-19 RLF | TRADITIONAL RLF | CONTRACTED RLF | PACE

RLF COMMITTEE

The committee consists of five members and meets as needed. The committee covers both the COVID-19 RLF and Traditional RLF. The committee last met on October 19 and approved two C-RLF loan applications.

Staff is currently working with a loan applicant from Rock County. The committee date is yet to be scheduled to consider this application for financing.

RLF PLANS AND FLEXIBILITIES

EDA flexibilities are no longer available. Our minimum interest rate is 75% of Prime. Prime Interest Rate, as of November 3, 2022, is 7%. The lowest interest rate that the SRDC RLF committee can approve, as of this writing, is 5.25%. No longer are SRDC RLF loan funds able to participate in financing without another lender/partner that covers at least 50% of the project cost.

Application and Checklists: The Application (fillable — same application for both RLF programs) and Requirements Checklist for both SRDC RLF and COVID-19 RLF are online and can be found at <http://www.swrdc.org/economic-development/revolving-loan-funds/>.

COVID-19 RLF (C-RLF)

Funds Available: Funds on hand are in the approximate amount of \$175,100.88. The latest loans closed were to businesses in Lyon County.

Original funds available to SRDC were \$1.48 million. We have closed on 100% of our original funds with 29 C-RLF loans thus far.

Traditional RLF

Funds Available: Funds on hand are in the approximate amount of \$111,792.12.

RLF Success Stories

To promote RLF programs, success stories can now be found at <http://www.swrdc.org/economic-development/revolving-loan-funds/rlf-business-spotlights/>.

Contracted RLFs

Staff continues to assist inquiries made regarding business start-ups, retentions, expansions, and financing. Staff assists with three additional revolving loan fund programs within the region.

1. Jackson County RLF: JCRLF currently has five active loans. There are still funds available for businesses in Jackson County with gap financing needs.
2. Heron Lake RLF: HLRLF focuses on economic development within a 20-mile radius of Heron Lake. These are Community Development Block Grant (CDBG) funds. SRDC continues to assist them with GMS entry

and amortization schedules as requested. There are still funds available for businesses in their service area that have gap financing needs.

3. **Falcon Development Corporation (FDC):** Information on FDC can be found online at <http://www.swrdc.org/economic-development/falcon-development-corporation/>. FDC focuses on economic development improvements within a 30-mile radius of Heron Lake. These funds are de-federalized; therefore, Davis Bacon does not apply to construction projects. An application has been received from an individual interested in being on the FDC board. Interest rates can now be as low as 75% of prime. The next meeting is scheduled for December 7 at 11 a.m. in Heron Lake.

PROPERTY ASSESSED CLEAN ENERGY (PACE)

Funds Available: Funds are currently available in the approximate amount of PACE SEP, \$268,271, and PACE ARRA, \$82,236.73.

Thirty-two loans have closed. Please help spread the word about PACE to property owners looking to make improvements that lower their energy usage.

PACE Committee: The committee meets as needed, often in conjunction with RMEB (Rural Minnesota Energy Board) meeting dates. Committee members are Metz, Wildermuth, Wachal, VanDeVere and Paap. The committee meets as needed.

General Information: PACE is available to property owners of small businesses, including agri-businesses and some non-profits based on usage. The interest rate is currently fixed at 3%.

Energy Audits: Energy assessments/audits are informational to property owners and may be the start to cost saving energy improvements. Contractor estimates and the energy assessment/audit are the two first steps to PACE financing. Due to a Faribault County presentation in Blue Earth and two lender referrals, ReTAP assessments are in varying stages of getting scheduled. Staff is expecting to get a PACE application from an Edgerton business soon.

The PACE application that includes a checklist can be found at <http://rmeb.org/pace.htm>.

If you have groups in your area that would benefit from hearing about PACE, please contact Robin.

If you have questions about the RLF, PACE, or about energy audits, please contact Robin Weis, Deputy Director, at 507-836-1638 or via email at robin@swrdc.org.

PHYSICAL DEVELOPMENT REPORT

December 2022

ENERGY | LAND USE, PLANNING & ZONING | SOLID WASTE & NATURAL RESOURCES

ENERGY

Rural Minnesota Energy Board (RMEB): The RMEB met on November 28. They received a legislative update from Fryberger, NextEra presented about current challenges facing wind/solar developers, and staff reviewed the draft presentation for the Public Utilities meeting coming in December. The next meeting will be on January 23.

Clean Energy Resource Teams (CERTs):

RDO Climate and Energy Group: Executive Directors and staff from all the Regional Development Organizations (RDOs) are now meeting monthly to share resources and explore opportunities in clean energy and sustainability.

GreenStep Cities: New Ulm and St. James reach Step 2. Marshall is working to develop pollinator plots on city property.

SW CERTs Steering Committee: They met in a joint meeting with RSDP on November 17 in Marshall at the MERIT Center. They reviewed current projects and discussed criteria for selecting the next wave of projects.

Energy Foundation Grant with Region 5: We received a \$75,000 grant to assist at least four organizations to find, write and implement federal grants that are coming available from the Inflation Reduction Act.

Solid Waste & Natural Resources

Solid Waste Commission: The Solid Waste Commission met November 28.

COMMUNITY DEVELOPMENT REPORT

December 2022

LOCAL ASSISTANCE | COMMUNITY PLANNING | COMMUNICATIONS

LOCAL ASSISTANCE

Friends of the Casey Jones State Trail: The Friends will next meet on December 15 at 11:30am at the Slayton Pizza Ranch, with zoom available for those attending online. Current work for the Friends includes the development of a news release regarding LCCMR funding received for the rehabilitation of the Currie Loop.

Explore SW Minnesota: The group last met on November 9. Work continues on the development of the website. Website development has been slow. We are in need of website content from Pipestone, Cottonwood, Jackson, and Lincoln County in particular. Staff also manages the Explore SW MN Facebook page and collects content from counties on a monthly basis. There are a few counties that have been low in participation, including Pipestone, Cottonwood, and Jackson. If you know someone interested in promoting tourism in your county, please connect them with staff. Welu will meet with the Explore SW Marketing Committee on December 13 to finalize the 2023 marketing plan and grant application for Explore Minnesota funding. The next full Explore SW meeting will take place on December 13 via zoom. The group has decided to meet monthly until the website is complete.

COMMUNITY PLANNING & ACTIVITIES

RSDP Resilient Communities Workgroup: Staff attended the SW RSDP's Annual Work Group Meeting on November 17. Included in this meeting was discussion of 2023 funding priorities, 2022 project updates, and a tour of the Merit Center in Marshall.

SRDC COMMUNICATIONS

Newsletter: The next issue will be published mid-December. If there is information that you would like shared in the SRDC newsletter, please reach out to staff. An archive of SRDC newsletters can be found at: <http://www.swrdc.org/category/newsletter-archive/>.

Website Redesign: Staff has been hard at work on the redesign of the SRDC website. We're working with RV Tech on the redesign. RV Tech is currently working on the the development of pages. We're expecting to be able to review the new website redesign in early December.

Communications Plan: Work continues on implementation of the plan goals and strategies.

If you have questions about the Communications Report, please contact Jessica Welu, Communications Specialist, at 507-836-1644 or via email at jessicaw@swrdc.org.

TRANSPORTATION REPORT

December 2022

TRANSPORTATION COMMITTEE | ATPs | TRANSPORTATION PLANNING | ACTIVE LIVING & SRTS

TRANSPORTATION ADVISORY COMMITTEE (TAC)

The SRDC TAC met July 18. The TAC was presented with statewide and district updates.

Statewide Updates: Corridors for Commerce is set to start solicitation this fall. Adjustments have been made to the scoring criteria/distribution to achieve better regional balance than in previous years.

AREAS TRANSPORTATION PARTNERSHIPS (ATP)

ATP 7: Met on November 4 via Microsoft teams and at the district office in Mankato to kick off their 2024-2027 Statewide Transportation Improvement Plan (STIP) cycle.

Trimont officially withdrew from the allocated TA funds awarded to them for FY 22. The ATP voted on the following allocation:

Assign \$150,000 of \$190,536 to Worthington. This would still leave \$40,536 of FY 2022 funds to be redistributed to the City of Mankato.

The ATP also presented their draft Area Transportation Improvement Plan for FY 2023-2026 and Capitol Highway Improvement Plan for FY 2027-2032.

ATP 8: Met Friday October 7. This meeting was to kick-off the 2024-2027 Statewide Transportation Improvement Plan (STIP) cycle. Other topics of discussion included funding updates, and a presentation on the Highway Safety Improvement Plan.

Stay updated on MnDOT road projects, construction progress, and detours at <http://www.dot.state.mn.us/roadwork/>. The South-Central District (District 7) includes Cottonwood, Jackson, Nobles, and Rock Counties. The Southwest District (District 8) includes Pipestone, Murray, Lincoln, Lyon, and Redwood Counties.

SRDC is available to assist in navigating and disseminating information as needed.

MnDOT offices are opening back up to the public for future meetings this summer. Remember to check with individual district offices and their policies before attending any meeting in-person.

Transportation Alternatives Program: Transportation Alternative grants are federal funds available to local communities for infrastructure projects that promote transportation model shift. Eligible costs are reimbursed as a 80/20 match. Funds are distributed in the next programable ATIP year. For FY 2027 \$1,260,000 is available for counties in the District 8 ATP (Redwood, Lyon, Lincoln, Murray, and Pipestone Counties) and \$1,600,000 is available for counties in the District 7 ATP (Cottonwood, Jackson, Nobles, and Rock counties).

- Friday, Jan. 13, 2023: Deadline for applicants to submit full applications.
- Friday, Apr. 14, 2023: Deadline for ATPs to select TA projects. Grant recipients announced.

On November 16 staff conducted the Letter of Intent review for Worthington for an East Lake Okabena trail connection and recommended that they complete a full application.

LOCAL HUMAN SERVICES PUBLIC TRANSIT COORDINATION PLAN (LHSPTCP)

Staff presented the initial strategies for the updated Local Human Services Public Transit Coordination Plan to the Rural Transit Coordination Council RTCC on September 21. Feedback received from the council was used to create action steps that will be incorporated in the implementation grant cycle of the RTCC.

TRANSPORTATION PLANNING

Portable Counter Borrowing Program: MnDOT has portable counters that are freely available to partner agencies such as cities, counties, MPOs, RDCs, and active transportation advocacy groups. These counters help collect important pedestrian traffic data that can be used to plan projects, apply for funding, and much more. Counters are available through each MnDOT District Office and can be reserved online. More information can be found at <https://www.dot.state.mn.us/bike-ped-counting/borrow.html>.

Quarterly Transportation Planners Meeting: The MADDO Transportation Planners met November 2 to do a Walk! Bike! Fun! curriculum training and bike ride in Mankato with BikeMN.

ACTIVE LIVING & SAFE ROUTES TO SCHOOL (SRTS)

Active Living: *Statewide Health Improvement Partnership (SHIP) Community Leadership Teams (CLT):*

Safe Routes to School (SRTS): The next Tracy meeting will be February 8 at the High School.

SRTS Planning Grants for next year: Red Rock Central School district has expressed interest in applying. Staff met with school and city personnel on November 15 to assist with the writing process.

SRTS Boost Grants: Grants fund non-infrastructure strategies to help support current SRTS plans or programs. Solicitations open in October and close in December.

SRTS Infrastructure Grants: Not available this year.

Upcoming events will be February 1, 2023 for Winter Walk to School Day and May 3, 2023 for Bike to School Day.

REGIONAL TRAILS PLANNING

The next meeting will be at the end of January or beginning of February (date TBD). During this meeting, participants will be asked about public engagement opportunities for spring/summer trails outreach.

Funding Partners: The City of Lamberton joined the list of funding cities in Redwood County, approving an \$800 match for the project. They join the cities of Walnut Grove, Wabasso, and Revere, and the eight counties of Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, and Rock.



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